

How do I list my course in course catalog?

The Categorize Course allows instructors to indicate the catalog the course is to appear. The instructor may select multiple catalogs or he/she may remove catalogs.

Categorize Course

Go to Control Panel, click the Course Settings under Course Options area. Click **Categorize Course** link on the Course Settings page. The Categorize Course page as shown below will appear.



Entry fields The table below details the entry fields on this page.

Course Catalog	
Add Category	Click the drop-down arrow and select a catalog category that the course is to appear. Click Add . More than one category may be selected. Repeat the process to add another category.
Currently Categorized In:	Displays the catalog categories that have been selected. To remove a category, click Remove next to the category that is to be removed.